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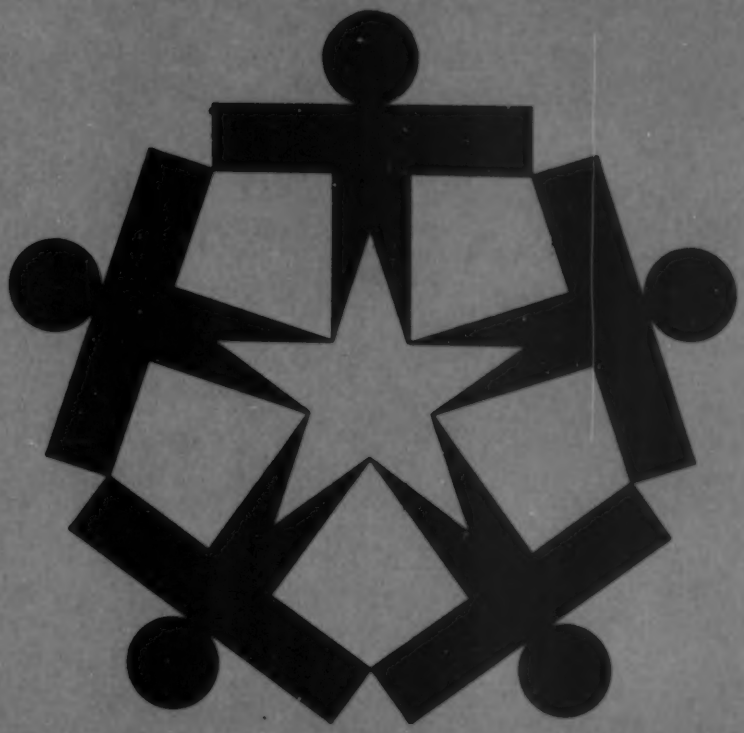

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ABSENTEEISM

5-1

Allen, Robert F. and Michael Higgins.
The absenteeism culture: becoming attendance oriented. Personnel, 56:30-39, January-February 1979.
Descriptors: *Absenteeism control--Evaluation / Executives--Responsibilities / *Sick leave.

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BNA's quarterly report on job absence and turnover. Bulletin to management (BNA), p. 2-4, March 15, 1979.
Descriptors: *Absenteeism--Statistics / *Labor turnover--Statistics.

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Robins, James.
Firms try newer way to slash absenteeism as carrot and stick fail. Wall Street journal, 193:1+, March 14, 1979.
Descriptors: *Absenteeism control--Methods / *Job enrichment.

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Youngblood, Stuart A.
Modeling absenteeism by scaling work and nonwork preferences. Ann Arbor, Mich., University Microfilms, 1978. 345p.
Doctoral dissertation, Purdue University, 1978 Abstracted in Dissertation Abstracts International, 39:3042A, November 1978.
Descriptors: *Absenteeism--Research / *Job satisfaction research.

ASSESSMENT CENTERS

5-5 M-Film

Ross, Joyce D.
Determination of the validity of a behavior-based selection process in the public sector. Los Angeles, University of Southern California, 1978. 139p.
Doctoral dissertation, University of Southern California, 1978. Abstracted in Dissertation Abstracts International, 39:3134A, November 1978.
Descriptors: *Assessment centers--Evaluation / *Law enforcement personnel--Selection / Local government.

ATTITUDE SURVEYS

5-6

Cash, William B., Jr.
How to calculate an employee relations index. Personnel journal, 58:172-174+, March 1979.
Descriptors: *Attitude surveys--Methods / *Employee attitudes--Evaluation / Executives--Responsibilities / Organizational behavior.

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Miller, Delbert C.
Morale and job satisfaction. In his Handbook of research design and social Measurement. New York, Longman, 1977, p. 338-370.
Descriptors: *Job satisfaction research / *Attitude surveys.

AWARDS

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Fleming awards are given to 10. Federal times, 15:24, March 26, 1979.
Descriptors: *Awards / Federal employees.

CAREER PLANNING

5-9
Crabbs, Michael A.
Fantasy in career development. Personnel and guidance journal, 57:292-295, February 1979.
Descriptors: *Career planning--Methods / *Employee development / *Psychology, Applied--Research.

5-10
Schwartz, Irving R.
Self-assessment and career planning: matching individual and organization goals. Personnel 56:47-52, January-February 1979.
Descriptors: *Career planning--Methods / Employee development / Workshops / *Self evaluation--Methods.

CAREER STAFFING

5-11
Ash, Ronald A., Edward L. Levine and Steven L. Edgell.
Exploratory study of a matching approach to personnel selection: the impact of ethnicity. Journal of applied psychology, 64:35-41, February 1979.
Descriptors: Office workers / State government / *Selection--Methods--Research / *Minority groups--Selection.

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Fisher, Cynthia D., Daniel R. Ilgen and Wayne D. Hoyer.
Source credibility, information favorability, and job offer acceptance. Academy of Management journal, 22:94-103, March 1979.
Descriptors: *Job applicants--Attitudes / Psychology, Industrial / *Selection--Methods.

5-13
Levy, Robert.
Handwriting and hiring. Dun's review, 113:72-75+, March 1979.
Descriptors: *Graphology--Evaluation / *Seleciton--Methods.

5-14
May, Bess R.
Do you need assistance concerning an assistant? Supervision, 41:6-8, April 1979.
Descriptors: *Administrative assistants--Selection / *Administrative assistants--Training / Supervisors.

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U.S. Employment and Training Administration.
Placing minority women in professional jobs. Prepared by Robert W. Glover. Washington, U.S. Govt. Print. Off., 1978. 75p. (R & D monograph 55)
Descriptors: *Minority group professional employees--Recruitment / *Women professional employees--Recruitment / Minority group women.

CHANGE, ORGANIZATIONAL

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Digman, Lester A.
Let's keep the OD people honest. Personnel, 56:22-29, January-February 1979.
Descriptors: Executives--Responsibilities / *Organization development--Evaluation.

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Kim, Myoung S.
Improving public organizations: the means and outcomes of managerial change. Ann Arbor, Mich., University Microfilms, 1978. 169p.
Doctoral dissertation, State University of New York at Albany, 1978. Abstracted in Dissertation Abstracts International, 39:3133A, November 1978.
Descriptors: *Change, Organizational--Research / Executives--Abilities / State government / Local government.

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Choosing strategies for change. Harvard business review, 57:106-114, March-April 1979.
Descriptors: Change, Resistance to / *Change, Organizational--Methods / Executives--Responsibilities.

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Miller, Donald B.
Counteracting obsolescence in employees & organizations. Professional engineer, 49:29-31, February 1979.
Descriptors: *Change, Organizational--Methods / Executives--Abilities / Employee development / *Obsolescence, Organizational--Evaluation / *Personal development--Methods.

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Moravec, Milan.
Is HRD enough? Personnel, 56:53-57, January-February 1979.
Descriptors: *Employee development--Evaluation / *Organization development--Methods.

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Nicholas, John M.
Evaluation research in organizational change interventions: considerations and some suggestions. Journal of applied behavioral science, 15:23-40, January-March 1979.
Descriptors: *Intervention techniques--Research / *Change, Organizational--Evaluation / Methodology / Program evaluation.

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Organization development in public administration, edited by Robert T. Golembiewski and William B. Eddy. New York, Marcel Dekker, 1978. 2v.
Contents: Vol. 1, Organization properties and public sector features; vol. 2, Public sector applications of organization development technology.
Descriptors: *Organization development--Addresses, essays, lectures / *Public administration--Addresses, essays, lectures.

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Team building. Part 1. Designing the intervention. Personnel, 56:11-21, January-February 1979.

Descriptors: Civilian-military relationships / Federal employees / Executives--Characteristics / *Team development--Methods / *Organization development--Methods.

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Seeger, John A.

Changing problem-solving behavior in management meetings: Will the meeting please come to order? Ann Arbor, Mich., University Microfilms, 1978. 262p.

Doctoral dissertation, Harvard University, 1978. Abstracted in Dissertation Abstracts International, 39:2406A, October 1978.

Descriptors: *Change, Organizational--Research / *Problem solving--Group method--Research / *Executives--Attitudes.

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An analysis of work force input on the OPM organizational change goals. Prepared by Agency Relations, Program Management Division. Washington, 1979. 6p.

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Organizational change goals for the Office of Personnel Management. Prepared by Agency Relations, Program Management Division. Washington, 1979. 1v.

Descriptors: *Change, Organizational / *U.S. Office of Personnel Management / Federal government.

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Fire departments; organization, personnel, finances, ratings. Data for municipalities above 5,000 population. Wisconsin taxpayer, 46:1-8, October 1978.

Descriptors: *Firefighters--Pay--Statistics / *Labor costs / Local officials and employees / Wisconsin.

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An interim report on the study of merit system administration and personnel management in the classified civil service of New York State. [Albany] 1978. 1v.

Descriptors: *Personnel administration--Evaluation / *New York (State)--Civil service--Administration--Evaluation / Civil service legislation.

5-29 Ref. Ic203 .Un27g No. 1 1977

U.S. Bureau of the Census.

Public employment in 1977. Washington, U.S. Govt. Print. Off., 1978. 32p. (GE 77 no. 1)

Descriptors: *State employees--Statistics / *Local officials and employees--Statistics / State employees--Pay / Local officials and employees--Pay.

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Highlights of CS reform seminar. Fednews, 16:6-7, February 1979.
Descriptors: *Civil service reform--Evaluation / Federal government / Job security / *Performance evaluation / U.S. Office of Personnel Management.

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In the President's service--the pain, the glory. U.S. news & world report, 86:53-54, March 19, 1979.
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The right of Federal offices to remove garnishment proceedings instituted to support child support decress. Maryland law review, 37:779-808, no. 4 1978.
Descriptors: *Garnishment--Law and legislation / *Federal employees--Liability--History.

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Civil service reform critic's advice: just grin and bear it. Federal times, 15:13, March 26, 1979.
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U.S. Department of Defense.
Selected manpower statistics. Washington, 1979. 156p.
Descriptors: *Civil service--Statistics / *Overseas personnel--Employement--Statistics / *Military personnel--Statistics / Federal government.

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Training and develoment in the federal public service. Civil service review, (Canada), 51:5-8, December 1978.
Descriptors: *Canada--Civil service / *Government employees--Training / *Training evaluation.

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CPC salary survey; a study of 1978-79 beginning offers. Bethlehem, Pa., 1979. 6p. (Report no. 2)
Descriptors: *College graduates--Pay / *College graduates--Employment--Statistics / Federal government.

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The managers; career alternatives for the college educated. Bethlehem, Pa., College Placement Council, 1978. 114p.
Descriptors: *College graduates--Career opportunities / *Executives--Career opportunities.

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Kleiner, Brian H.
How to give and receive criticism effectively. Supervisory management, 24:37-41, March 1979.
Descriptors: *Communication in personnel management / Feedback (Psychology).

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McMahon, James.
Make your meetings pay off. Supervision, 41:3-5, April 1979.
Descriptors: *Conferences--Leadership--Methods / Conference centers / Teaching--Aids and devices.

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Decriptors: Counselors / Interviewees / *Nonverbal communication--Research.

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Woodcock, Barry E.
Characteristic oral and written business communication problems of selected managerial trainees. Journal of business communication, 16:43-48, Winter 1979.
Descriptors: *Communication in management / Secretaries--Training / *Oral communication--Research / Supervisors--Training / Trainees--Training.

COMPENSATION

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Foegen, J. H.
Double-dipping the labor market: sex-bias cause? Labor law journal, 30:180-182, March 1979.
Descriptors: *Discrimination / *Married women--Employment / *Married women--Pay.

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Friend, Edward H. and David F. Bencivenga.
Municipal worker's fringe benefits continue upward march in 1977. LMRS newsletter (U.S. Conference of Mayors), 10:2-3, March 1979.
Descriptors: *Fringe benefits--Costs / *Municipal employees.

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Fringe ferment: will cost of employee benefits start leveling off? Association management, 30:57-60, August 1978.
Descriptors: *Fringe benefits--Costs.

5-45
Katz, Harry C.
Municipal pay determination: the case of San Francisco. Industrial relations, 18:44-58, Winter 1979.
Descriptors: *Pay rates--History / Fire fighters--Pay / Municipal employees / *Pay rates / Skilled labor--Pay / Transit industry workers--Pay / Police--Pay / Pensions / San Francisco, Calif. / Collective bargaining / *Pay administration--History / Engineers--Pay / Typists--Pay.

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Kjeldgaard, Richard H.
The new ban on pregnancy discrimination. Public employee relations counsellor, 2:12-20, no. 1 1979.
Descriptors: *Insurance, Health / *Disability benefits / Medical care / Equal opportunity in employment / *Pregnancy--Law and legislation / *Sex discrimination.

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Larwood, Laurie and others.
Relation of objective and subjective inputs to exchange preference for equity or equality reward allocation. Organizational behavior and human performance, 23:60-72, February 1979.
Descriptors: *Equity--Theory / *Performance-based pay--Research.

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New York (State). Legislative Commission on Expenditure Review.
Vacation credit exchange. Albany, 1978. 26p.
Descriptors: *Pay for leave time / *New York (State)--Civil service / Annual leave.

5-49
Quinn, Joseph F.
Postal sector wages. Industrial relations, 18:92-96, Winter 1979.
Descriptors: *Pay rates--Evaluation / Federal government / *U.S. Postal Service.

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Runzheimer, Rufus E., Jr.
Factoring living-cost differentials into salary levels. Personnel, 56:68-78, January-February 1979.
Descriptors: Cost of living allowances / *Geographic differentials--Evaluation / *Pay administration / Pay rates / Relocation.

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FED facts on financial protection for Federal employees. Prepared by Office of Public Affairs. Washington, U.S. Govt. Print. Off., 1977. 8p. (FED facts 4)
Descriptors: *Fringe benefits / Sick leave / Insurance, Life / Severance pay / Disability benefits / Insurance, Health / Federal government.

5-52 Ie478 .Un35fm 1977
U.S. Civil Service Commission.
FED facts on meeting your financial obligations. Prepared by Office of Public Affairs. Washington, U.S. Govt. Print. Off., 1978. 6p. (FED facts 8)
Descriptors: *Finance, Personal / Federal employees.

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Federal government's severance pay programs need reform. Report to the Congress by the Comptroller General of the United States. Washington, U.S. Govt. Print. Off., 1978. 44p. (B-161937)
Descriptors: *Severance pay--Administration--Evaluation / *Military personnel--Pay / Federal government.

CONSULTANTS

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Goodstein, Leonard D.

Consulting with human service systems. Reading, Mass., Addison-Wesley Pub. Co., 1978. 172p.

Descriptors: *Consultants / *Clinical psychology / *Organizational characteristics / Psychologists.

5-55

White, Paul C.

A perspective on the place of professional organizations in management consulting. Optimum (Canada), 9:64-66, no. 4 1978.

Descriptors: *Management consultants--Evaluation / *Trade and professional associations.

COUNSELING

5-56 M-Film

Jeremy, Frank H.

The validation of an instrument to measure hourly worker acceptance of counseling in industry Ann Arbor, Mich., University Microfilms, 1978. 94p.

Doctoral dissertation, Western Michigan University, 1978. Abstracted in Dissertation Abstracts International, 39:2756A, November 1978.

Descriptors: *Counseling--Research / *Attitude surveys--Evaluation.

5-57

Scher, Murray.

On counseling men. Personnel and guidance journal, 57:252-254, January 1979.

Descriptors: *Counseling--Research / Counseling--Methods.

5-58

Shrader, William K.

SCOPE: a comprehensive-sequential approach to career counseling. Personnel and guidance journal, 57:354-385, March 1979.

Descriptors: *Career counseling--Methods / College students.

5-59

Wagner, Bruce L. and Elise M. DeMunn.

Preventing casualties in the executive family. Management world, 10-12, February 1979.

Descriptors: *Counseling--Methods / *Executives families.

CREATIVE THINKING

9-60 S/C

Bingham, Richard D.

Innovation, bureaucracy, and public policy: a study of innovation adoption by local government. Western political quarterly, 31:178-205, June 1978.

Descriptors: *Innovation / Cities and towns--Planning / Municipal government--Research / *Problem solving--Methods / Local government--Research.

5-61

Shearring, H.A.

You can become more creative. Journal of systems management, 30:33-39, March 1979.

Descriptors: Creative ability / *Problem solving--Methods / *Program evaluation.

EMPLOYEE CONDUCT

5-62

Big crusade of the '80s: more rights for workers. U.S.news & world report, 86:85-87, March 26, 1979.

Descriptors: Civil rights / *Employee attitudes--Evaluation / Employee conduct / Grievance arbitration / Invasion of privacy / Lie detectors and detection.

EMPLOYEE HEALTH AND MEDICAL CARE

5-63 Ia21 .C83e No. 1514

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Personal and organizational strategies for handling job-related stress: a bibliography, by John E. Newman and Terry A. Beehr. Chicago, Ill., 1978. 7p. (Exchange bibliography no. 1514)

Descriptors: *Stress, Psychological--Bibliography.

5-64

Kowalski, Adam.

Stress in the workplace can cost you big money. Canadian personnel and industrial relations journal, 26:18-22, March 1979.

Descriptors: Executives--Responsibilities / *Health, Employee / *Stress, psychological / Productivity.

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Pyle, Richard L.

Corporate fitness programs--how do they shape up? Personnel, 56:58-67, January-February 1979.

Descriptors: Health, Employee / *Physical fitness--Evaluation.

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Rose, Robert M., C. David Jenkins and Michael W. Hurst.

Air traffic controller health change study. A prospective investigation of physical, psychological and work-related changes. Boston? 1978. 655p.

Descriptors: *Air traffic control operators--Research / *Health, Employee--Research / Work--Physiological aspects.

EQUAL OPPORTUNITY IN EMPLOYMENT

5-67

Andronicos, Bill.

What's in a name? Promotion, he hopes. Federal times, 15:1+, April 9, 1979.

Descriptors: County officials and employees / *Equal opportunity in employment / Promotion / Names.

5-68
Bakaly, Charles G. and Gordon E. Krischer.
Bakke: its impact on public employment discrimination. Employee relations law journal, 4:471-484, Spring 1979.
Descriptors: *Affirmative action / *Discrimination in education--Cases--Evaluation / Government employees.

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Guidebook to fair employment practices, 1979. Chicago, 1979. 176p.
Descriptors: *Equal opportunity in employment--Law and legislation / *Equal opportunity in employment--Handbooks, manuals, etc.

5-70
Oppenheimer, Margaret and Helen LaVan.
Arbitration awards in discrimination disputes: an empirical analysis. Arbitration journal, 34:12-16, March 1979.
Descriptors: *Arbitration and award--Evaluation / *Discr:minaiton / Mathematical analysis.

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Seymour, William C.
Sexual harassment: finding a cause of action under title VII. Labor law journal, 30:139-156, March 1979.
Descriptors: *Sex discrimination--law and legislation / *Harassment--Cases / Executives--Responsibilities / Employers' liability.

5-72
Singer, James W.
Affirmative action for jobs--is the Sears suit on target? National journal, 11:384-388, March 10, 1979.
Descriptors: *Affirmative action--Evaluation / *Equal opportunity in employment--Cases / Executives--Responsibilities.

5-73 Ie152 .Un665d
U.S. Employment and Training Administration.
Directory for reaching minority and women's groups. Washington, U.S. Govt. Print. Off., 1979. 284p.
Descriptors: *Minority groups--Directories / *Minority groups--Societies.

5-74 Ie152.9 .Un35ee
U.S. Office of Personnel Management.
EEO statistical report on employment in state and local government; employment security, health, and welfare programs, comparison of 1970, 1974, 1976. Prepared by Donald R. Hunt, Intergovernmental Personnel Programs. Washington, U.S. Govt. Print. Off., 1979. 7p. (IPP 152-101)
Descriptors: *Equal opportunity in employment--Statistics / *Equal opportunity in employment--Administration--Evaluation / State government / Local government.

EQUAL OPPORTUNITY IN EMPLOYMENT (Cont'd)

5-75 Ie152.5 .Un35eq

U.S. Office of Personnel Management.
Equal employment opportunity action plan for fiscal year 1979. Prepared by Office of EEO (Internal). Washington, 1979. 62p.
Descritors: *Affirmative action plans / *Equal opportunity in employment--Administration / Federal government / *U.S. Office of Personnel Management.

ETHICS

5-76 Ie478 .Un58de

U.S. General Accounting Office.
Department of Health, Education, and Welfare standards of employee conduct need improvement. Report by the... Washington, U.S. Govt. Print. Off., 1979. 11p. (B-148581)
Descriptors: *Ethics / *Employee conduct / Federal government.

EXECUTIVES

5-77

Bennett, Addison C.
Hospital financial managers are central to management team. Hospitals, 53:73-75, March 1, 1979.
Descirptors: *Financial managment / *Hospital administrators.

5-78

Schuler, Randall S.
Male and female routes to managerial success. Personnel administrator, 24:35-38+, February 1979.
Descriptors: Executive power / *Performance evaluation / *Success in employment / *Sex discrimination / *Women executives--Employment.

5-79 Ia11.1 .Sh2p 1978

Sharkansky, Ira.
The personnel of administrative agencies. In his Public administration; policy-making in government agencies. 4th ed. Chicago, Rand McNally College Pub. Co., 1978, p. 157-186.
Descriptors: *Executives--Characteristics / *Executives--Responsibilities / *Political executives / Federal government.

5-80 M-Film

Yoos, Charles J.
The impact of executive succession events on complex organizations. Ann Arbor, Mich., University Microfilms, 1978. 207p.
Doctoral dissertation, University of Colorado, 1978. Abstracted in Dissertation Abstracts International, 39:3041A, November 1978.
Descriptors: *Executive succession--Research / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

5-81

Blau, Judith R.
Expertise and power in professional organizations. Sociology of work and occupations, 6:103-123, February 1979.
Descriptors: Executives--Characteristics / Organizational effectiveness / *Power (Social sciences)--Research.

5-82
Bonini, Charles P.
Computers, modeling, and management education. California management review, 21:47-55, Winter 1978.
Descriptors: *Computer simulation / Decision-making / Executives--Education / *Executives--Abilities.

5-83
Burke, Ronald J., Tamara Weir and Richard E. DuWors, Jr.
Type A behavior of administrators and wives' repots of marital satisfaction and well-being. Journal of applied psychology, 64:57-65, February 1979.
Descriptors: *Executive families--Research / Work addiction / *Executives--Characteristics.

5-84
Gabarro, John.
Socialization at the top--how CEOs and subordinates evolve interpersonal contracts. Organizational dynamics, 7:3-23, Winter 1979.
Descriptors: *Executives--Characteristics--Research / Human relations / Organizational behavior--Evaluation / *Socialization / Trust (Psychology).

5-85 M-Film
Holtz, Jane L.
Exploring the psychological contract over the life cycle. Ann Arbor, Mich., University Microfilms, 1978. 380p.
Doctoral dissertation, Harvard University, 1978. Abstracted in Dissertation Abstracts International, 39:2399A, October 1978.
Descriptors: *Executives--Characteristics--Research / *Organizational commitment--Psychological aspects / *Organizational behavior--Research.

5-86
Mangrum, Claude T.
Managerial exercises for a healthy department. Supervisory management, 24:2-8, March 1979.
Descriptors: *Executives effectiveness--Anecodotes, facetiae, satire, etc.

5-87
Spekman, Robert E.
Influence and information: an exploratory investigation of the boundary role person's basis of power. Academy of Management journal, 22:104-117, March 1979.
Descriptors: *Executives--Abilities / *Decision-making--Methods / Influence (Psychology) / Organizational behavior.

5-88 M-Film
Tewari, Harish C.
A study of women managers need for achievement, affiliation, and power. Ann Arbor, Mich., University Microfilms, 1978. 196p.
Doctoral dissertation, University of Cincinnati, 1977. Abstracted in Dissertation Abstracts International, 39:3040A, November 1978.
Descriptors: *Women executives--Characteristics / *Women--Motivation--Research / *Women executives--Attitudes.

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5-89
Touretzky, Simeon J.
Changing attitudes: a question of loyalty. Personnel administrator, 24:35-36, April 1979.
Descriptors: *Executives--Attitudes / *Organizational commitment / *Professional employees--Attitudes.

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White, Thelma D. and Peter E. Gahlhoff.
The executive marriage-in sickness and in wealth? Management world, 8:6-9, February 1979.
Descriptors: *Executive families / *Relocation / *Stress, Psychological / Women--Employment.

EXECUTIVES--HEALTH AND MEDICAL CARE

5-91
Do you work too hard? An expert explains the dangers. U.S. news & world report, 86:73-74+, March 26, 1979.
Descriptors: *Executives--Mental health / Stress, Psychological / *Work addiction.

EXECUTIVES--RESPONSIBILITIES

5-92
Putting a face on management. Communications & management (Towers, Perrin, Forster & Crosby), p. 1-4, November-December 1978.
Descriptors: Communication in management / *Executives--Responsibilities / Leadership style.

EXECUTIVES--SELECTION AND TESTS

5-93
Morris, William A.
Tips on screening executives. Personnel administrator, 24:39-40+, April 1979.
Descriptors: *Executives--Selection--Methods / Interviewing.

EXECUTIVES--TRAINING

5-94
[Assertiveness training]. Training, 16:36+, March 1979.
Contents: Developing managers through assertiveness training, by Margaret O'Donnell and Lee Colby; Assertiveness training: teaching others to stand up for themselves.
Descriptors: *Assertiveness training / *Executives--Training--Methods / *Supervisors--Training--Methods.

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Jobe, Ernest D., W. Randy Boxx and D.L. Howell.
A customized approach to management development. Personnel journal, 58:150-153, March 1979.
Descriptors: Executives--Training / *Management development--Methods / Team development.

EXECUTIVES--TRAINING (Cont'd)

5-96

Murray, Thomas J.

What price management education? Dun's review, 113:104-106, March 1979.

Descriptors: *Executives--Training--Costs.

GRIEVANCES AND APPEALS

5-97

Comparison of grievance appeal rights for bargaining unit and non-bargaining unit employees under new law and regulations. Federal employee, 64:6-7, March 15, 1979.

Descriptors: Civil service reform--Law and legislation / Federal government / Reorganization plans / *Adverse actions--Appeals--Tables / Union members / Grievance arbitration.

HANDICAPPED

5-98

U.S. President, 1977- (Jimmy Carter).

Competitive status for handicapped Federal employees. Executive Order 12125. March 15, 1979. Weekly compilation of Presidential documents, 15:434, March 19, 1979.

Descriptors: Federal employees / *Handicapped--Employment.

HEALTH PERSONNEL

5-99 Ie438 .H34G57e

Goldstein, Harold M. and Morris A. Horowitz.

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Descriptors: *Health personnel--Employment / *Health personnel--Utilization / *Health personnel--Licenses / Paraprofessionals.

HOURS OF WORK

5-100

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Alternative work schedules. Prepared by..., Secretariat to the Urban Consortium for Technology Initiatives. Washington, 1978. 21p.

Sponsored by U.S. Department of Transportation.

Descriptors: *Flexible working hours--Evaluation / *Flexible working hours--Information sources / *Four-day workweek Evaluation / Federal government.

5-101

Rudney, Shirley.

Is temporary work for you? Occupational outlook quarterly, 22:12-14, Winter 1978.

Descriptors: Contractors / Employment opportunities / Flexible working hours / *Temporary employment--Evaluation.

5-102

Schachhuber, Dieter.

Hours of work: past trends and a prediction. Civil service review (Canada), 51:18-21+, December 1978.

Descriptors: *Hours of work--Chronology / Futures (of society) / Labor force / Canada.

HOURS OF WORK (Cont'd)

5-103 Ie491.5 .Un35p

U.S. Office of Personnel Management.
The Part-time Career Employment Act of 1978; an agency guide on P.L. 95-437; ask US. Prepared by Staffing Services Group. Washington, 1979. 1v. (BRE-79)
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Descriptors: *Part-time work--Law and legislation / Federal government.

HUMAN RELATIONS

5-104 Id72.9 D85h

DuBrin, Andrew J.
Human relations; a job oriented approach. Reston, Va., Reston Pub. Co., 1978. 354p.
Descriptors: *Organizational behavior--Case studies / *Personnel administration--Case studies / Human relations / Motivation / Stress, Psychological / Small groups / Human relations training.

5-105

Kaplan, Robert E.
The utility of maintaining work relationships openly: an experimental study. Journal of applied behavioral science, 15:41-59, January-March 1979.
Descriptors: *Group relations--Research / *Human relations--Research / Performance / *Working climate.

5-106 Ie72.9 .L62L

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Descriptors: *Organizational behavior--Addresses, essays, lectures / *Organizational behavior--Case studies / Job satisfaction.

5-107

Lorsch, Jay W.
Making behavioral science more useful. Harvard business review, 57:171-180, March-April 1979.
Descriptors: *Human behavior--Theory / *Human relations / Executives--Responsibilities.

5-108

Morris, James H., Richard M. Steers and James L. Koch.
Influence of organization structure on role conflict and ambiguity for three occupational groupings. Academy of Management journal, 22:58-71, March 1979.
Descriptors: *Organizational behavior--Research / Organizational structures / *Role conflict.

INSURANCE, LIFE

5-109 HG8766 .Am3L 1978

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Descriptors: *Insurance, Life--Statistics / *Pensions--Statistics / Social security / Federal government.

INTERVIEWING

5-110 Ie286 .M46s

Medley, H. Anthony.
Sweaty palms; the neglected art of being interviewed. Belmont, Calif., Lifetime Learning, 1978. 191p.
Descriptors: *Interviewing--Handbooks, manuals, etc. / Job search.

5-111 Ie286 .R54h

Robertson, Jason.
How to win in a job interview. Englewood Cliffs, N.J., Prentice-Hall, 1978. 136p.
Descriptors: *Interviewing.

5-112

Tucker, David H. and Patricia M. Rowe.
Relationship between expectancy, causal attributions, and final hiring decisions in the employment interview. Journal of applied psychology, 64:27-34, February 1979.
Descriptors: *Interviewing--Research / Selection--Methods.

5-113

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Beyond words: influence of nonverbal behavior of female job applicants in the employment interview. Personnel and guidance journal, 57:346-350, March 1979.
Descriptors: *Interviewing / *Nonverbal communication--Research / *Women / Job applicants.

INVASION OF PRIVACY

5-114

Karrh, Bruce W.
The confidentiality of occupational medical data. Journal of occupational medicine, 21:157-160, March 1979.
Descriptors: Freedom of information--Law and legislation / *Invasion of privacy / *Medical records.

5-115

Rahiya, John.
Privacy protection and personnel administration: are new laws needed? Personnel administrator, 24:19-21+, April 1979.
Descriptors: *Invasion of privacy--Administration--Evaluation / *Personnel records / *Invasion of privacy--Law and legislation.

5-116

Tuthill, Mary.
The problems of privacy. Nation's business, 67:39-42, March 1979.
Descriptors: *Freedom of informaiton / *Invasion of privacy--Law and legislation / Personnel records.

JOB ANALYSIS

5-117 Ie32 .An1a

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Descriptors: *Skills analysis--Addresses, essays, lectures / Dentists / Railroad employees / Airplane pilots / Air traffic control operators / Electronic data processing personnel / Architects.

JOB ANALYSIS (Cont'd)

5-118

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Contents: EEO implications of job analysis, by D. Patrick Lacy, Jr.; Job analysis: a management perspective, by Howard W. Risher.
Descriptors: Content validity / *Equal opportunity in employment--Cases / *Job analysis--Methods / Personnel directors--Responsibilities / Executives / Professional employees / Technicians.

5-119 Ie32 .Un35ut

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Utah clerical linkup study: comparison of Federal and state jobs. Prepared by Jay A. Gandy, Personnel research and Development Center, Staffing Services Group, and William Maier, Denver Regional Office. Washington, U.S. Govt. Print. Office, 1979. 111p. (Personnel research report 79-1)
Descriptors: *Job factors / *Office workers--Responsibilities / Federal employees / State employees.

JOB DESIGN

5-120 Id66 .A12t

Aldag, Ramon J. and Arthur P. Brief.
Task design and employee motivation. Glenview, Ill., Scott, Foresman, 1979. 151p.
Descriptors: *Job design / *Motivation.

5-121 M-Fiche

Oldham, Greg R., J. Richard Hackman and Lee P. Stepina.
Norms for the job diagnostic survey. Springfield, Va., National Technical Information Service, 1978. 44p. (AD-A057-268)
Performing organization: Yale University. School of Organization and Management.
Descriptors: *Job design--Research / *Job factors--Research.

JOB ENRICHMENT AND ENLARGEMENT

5-122

White, Sam E. and Terence R. Mitchell.
Job enrichment versus social cues: a comparison and competitive test. Journal of applied psychology, 64:1-9, February 1979.
Descriptors: *Job enrichment--Research / Motivation / Socialization / Working climate.

JOB EVALUATION

5-123

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Development and implementation of a computerized job evaluation system. Personnel administrator, 24:46-48+, February 1979.
Descriptors: *Electronic data processing / *Job evaluation--Methods / Systems analysis.

JOB SATISFACTION

5-124 M-Fiche

Pritchard, Robert D. and James B. Shaw.
Comparison of published measures of job satisfaction on a taxonomy of job rewards. Washington, American Psychological Association, 1978. 27p. (Journal of Supplement Abstracts Service, Ms. no. 1788)
Performing organization: Purdue Research Foundation.
Descriptors: *Job satisfaction research / *Motivation research / Performance.

JOB SATISFACTION (Cont'd)

5-125 S/I

Ruch, Richard S.

Top management's role in employee job satisfaction. Management horizons, 9:1-4, Winter 1978-79.

Descriptors: *Supervisors--Characteristics / *Employee attitudes / *Executives--Characteristics / *Job satisfaction--Research / Automobile industry workers.

5-126

Wright, James D. and Richard F. Hamilton.

Education and job attitudes among blue-collar workers. Sociology of work and occupations, 6:59-83, February 1979.

Descriptors: *Blue collar workers--Attitudes / *Blue collar workers--Education--Research / Job satisfaction.

JOB SEARCH

5-127 Ie438.5 .G12c

Gainer, Harold N. and Sandra L. Stark.

Choice or change: a guide to career planning. New York, McGraw-Hill, 1979. 216p.

Descriptors: *Job search / *Vocational counseling / Career planning.

5-128

How to organize your job search in a new location and get results fast. Personnel administrator, 24:57-60, February 1979.

Descriptors: *Job search--Methods.

LABOR FORCE

5-129

Backman, Jules.

Working in the 1980s: less unemployment, fewer opportunities. Nation's business, 67:86+, March 1979.

Descriptors: *Employment forecasts / *Employment opportunities.

5-130

Harding, Charles F.

What will you do when there is no one left to hire? Dun's review, 113:129+, March 1979.

Descriptors: *Employment forecasts / *Labor supply.

5-131

Verespej, Michael A.

Heady jobs growth rate imperiled. Industry week, 200:68-69, February 19, 1979.

Descriptors: *Employment forecasting / Labor supply.

LABOR-MANAGEMENT RELATIONS

5-132 Ie621 .Am3d

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Dispute resolution under fact-finding and arbitration: an empirical evaluation, by Thomas A. Kochan and others. New York, 1979. 225p.

Descriptors: *Arbitration / *Fact-finding / Police--Collective bargaining / Fire fighters--Collective bargaining / New York (State).

5-133 Ie623 .B17s

Baker, James N.

The scope of bargaining under Executive Order 11,491. Berkeley, University of California, 1978. 81p. (AD-A057-286)

Performing organization: University of California.

Descriptors: *Scope of bargaining / *Executive Order 11491 / U.S. Federal Labor Relations Council / Federal government / *Arbitration and award / U.S. Civil Service Commission.

5-134

Beyond collective bargaining. Challenge, 22:33-39, March-April 1979.

Interview with Douglas Fraser, President of the United Automobile, Aerospace and Agricultural Implementation Workers of America.

Descriptors: Collective bargaining--Evaluation / *Executives--Interviews / Labor-management relations.

5-135

Frazier, Henry B., III.

Labor-management relations in the Federal government. Labor law journal, 30:131-138, March 1979.

Descriptors: Civil service reform / Federal government / *Labor-management relations--Law and legislation / U.S. Federal Labor Relations Authority.

5-136 S/C

Is public sector grievance arbitration different from the private sector: an introduction. Journal of law and education, 7:539-565, October 1978.

Contents: An overview, by Hugh D. Jascourt; A management perspective, by Patrick L. Vaccaro; A union perspective, by John C. Dempsey and Wendy L. Kahn.

Descriptors: *Grievance arbitration--Cases / Government employees / Labor management relations / *Grievance arbitration--Evaluation.

5-137

Kahn, Steven C.

The scope of collective bargaining in the public sector: quest for an eluxive standard. Employee relations law journal, 4:562-576, Spring 1979.

Descriptors: Compulsory arbitration / *Collective bargaining--Cases / *Labor-management relations / Management rights / Local government / Municipal government.

5-138 Ie621 .L11s No. 17 1978

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Management rights: little understood, little used, quickly lost. 2d ed. Washington, 1978. 20p. (Strengthening local government through better labor relations, no. 17)

Descriptors: *Management rights / Local government / Municipal government.

5-139

Lucy, William.

Canadian and American government employees face the same problems. Civil service review (Canada), 51:25-27+, December 1978.

Descriptors: Government employees / Canada / United States / *Labor-management relations.

5-140 S/I

Nolan, Dennis R.

Public sector collective bargaining: defining the Federal role. Cornell law review, 63:419-462, March 1978.

Descriptors: *Collective bargaining--Law and legislation / State government / Local government / Unions.

5-141

Rosenberg, Sheldon.

Sex discrimination and the labor arbitration process. Labor law journal, 30:102-117, February 1979.

Descriptors: *Arbitration / Labor-management relations / *Sex discrimination.

5-142

Suntrup, Edward L.

New dimensions in sunshine bargaining. Personnel journal, 58:157-159+, March 1979.

Descriptors: *Collective bargaining--Methods / Florida / Labor-management relations--Evaluation / Government employees / Wisconsin.

5-143 Ie621 .Un17ch

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Characteristics of major collective bargaining agreements, July 1, 1976. Washington, U.S. Govt. Print. Off., 1979. 89p. (Bulletin no. 2013)

Descriptors: *Collective labor agreements--Statistics / Pay / Leave / Union security / Seniority / Job security.

5-144 HD6508 .Un35g 1977

U.S. Civil Service Commission.

A glossary of collective bargaining terms. Prepared by Bureau of Training, Labor Relations Training Center. Rev. ed. Washington, 1977. 20p. (RN-71 rev. 7/77)

Descriptors: *Collective bargaining--Glossaries, vocabularies, etc.

5-145 Ie621 .Un35e 1979

U.S. Office of Personnel Management.

The emergence of public sector collective bargaining. Prepared by Labor Relations Training Center. Rev. ed. Washington, 1979. 12p. (RN-369 rev. 1-79)

Previous edition published by U.S. Civil Service Commission.

Descriptors: *Collective bargaining / Federal government / State government / Municipal government.

5-146 Ie623 .Un35i 1979

U.S. Office of Personnel Management.

Important events relating to Federal labor relations. Prepared by Labor Relations Training Center. Rev. ed. Washington, 1979. 10p. (RN-8)

Continues U.S. Civil Service Commission. Important Events Relating to the Federal Government Labor Movement.

Descriptors: *Labor-management relations--history / *Labor-management relatons--Chronology / Federal government.

5-147

Wider based bargaining: the complicating factors. Civil Service review (Canada), 51:14-17, December 1978.

Descriptors: Canada--Civil service / *Collective bargaining / *Labor-management relations / Strikes.

LEADERSHIP

5-148 M-Film

Clark, James F.

Effects of administrative style, task structure, and open-mindedness on performance and sense of competence: a test of contingecy theory. Ann Arbor, Mich., University Microfilms, 1978. 141p.

Doctoral dissertation, Georgia State University, 1978. Abstracted in Dissertation Abstracts International, 39:1944A, October 1978.

Descriptors: *Leadership style--Research / *Leadership theory--Research / Management theory--Research.

5-149

Garland, Howard and James F. Beard.

Relationship between self-monitoring and leader emergence across two task situations. Journal of applied psychology, 64:72-76, February 1979.

Descriptors: *Leadership--Research / *Self-evaluation.

5-150

Greene, Charles N.

Questions of causation in the path-goal theory of leadership. Academy of management journal, 22:22-41, March 1979.

Descriptors: *Leadership theory--Research.

5-151

McClenahen, John S.

Cultural hybrids: Japanese plants in the U.S. Industry week, 200:73-75, February 19, 1979.

Descriptors: Management / *Foreign nationals / Japan / *Leadershp style.

5-152

Miner, Frederick C., Jr.

A comparative analysis of three diverse group decision making approaches. Academy of Management journal, 22:81-93, March 1979.

Descriptors: *Decision-making--Group method--Research / *Leadership theory--Evaluation.

5-153

Scanlan, Burt K.

Managerial leadership in perspective: getting back to basics. Personnel journal, 58:168-171+, March 1979.

Descriptors: Delegation / *Leadership style--Evaluation / Organizations--Climate / Standards of performance.

5-154

Sims, Henry P., Jr. and Andrew D. Szilagyi.

Time lags in leader reward research. Journal of applied psychology, 64:66-71, February 1979.

Descriptors: *Leadership--Research / Performance / *Time lag / Longitudinal studies.

LEAVE

5-155

Barnett, W. A.

Paid sick leave control. Canadian personnel and industrial relations journal, 26:27-32, March 1979.

Descriptors: Hospital workers / Canada / *Sick leave--Costs / *Sick leave--Control.

MANAGEMENT

5-156

Conversation with Sir Adrian Cadbury.

Organizational dynamics, 7:39-58, Winter 1979.

Sir Adriah Cadbury is chairman of Cadbury-Schwepps, Ltd; and director of the Bank of England.

Descriptors: Executives--Interviews / Executives--Characteristics / *Leadership style / Multiple management / Participative management.

5-157 Id192 .M16m 1979

McFarland, Dalton E.

Management foundations and practices. 5th ed. New York, Macmillan Pub. Co., 1979. 657p.

Descriptors: *Industrial management--Textbooks.

5-158

Solving a computer mismatch in management. Business week, p. 73-74+, April 2, 1979.

Descriptors: Decision-making--Group method / Executives--Selection / *Electronic data processing departments--Management / *Management committees.

MANAGEMENT BY OBJECTIVES

5-159 M-Film

Murray, William J. C.

The effects of management by objectives on a public service agency. Ann Arbor, Mich., University Microfilms, 1978. 327p.

Doctoral dissertation, University of Utah, 1978. Abstracted in Dissertation Abstracts International, 39:2404A, October 1978.

Descriptors: *Management by objectives--Evaluation / State government.

MOBILITY

5-160

Cook, Daniel D.

Are you a prisoner of your industry? Industry week, 200:40-44+, February 19, 1979.

Descriptors: *Mobility, Occupational / Executives--Abilities / Executives--Characteristics / Job satisfaction / Organizational commitment--Evaluation / Executives--Recruitment.

MOTIVATION

5-161 Ie543 .G37h

Gilbert, Thomas F.

Human competence; engineering worthy performance. New York, McGraw-Hill, 1978. 376p.

Descriptors: *Performnce--Case studies / *Motivation--Case studies / *Productivity improvement / Training.

MOTIVATION (Cont'd)

5-162
Smith, Howard P.
Misconceptions about motivation. Training, 16:54+, March 1979.
Descriptors: Employee conduct / *Motivation--Methods.

OLDER WORKER

5-163
Age discrimination. FEP (Fair employment practices) guidelines, p. 1-3,no. 164 1979.
Descriptors: *Age discrimination--Cases / Executives--Responsibilities.

5-164 Ie16 .R72j
Rosenblum, Marc J. and Harold L. Sheppard.
Jobs for older workers in U.S. industry: possibilities and prospects. Final report. Washington, American Institutes for Research, 1977. 80p. (AIR 63600-9/30/77-FR)
Sponsored by U.S. Department of Commerce.
Descriptors: *Older worker--Employment / *Older worker--Personnel policies.

ORGANIZATIONS

5-165
Beyer, Janice M. and Harrison M. Trice.
A reexamination of the relations between size and various components of organizational complexity. Administrative science quarterly, 24:48-64, March 1979.
Descriptors: Federal government / Organizational analysis--Methods / *Organizational structure--Research / Organizations--Theory / U.S. Civil Service Commission.

5-166
Conflict and the collaborative ethic. California management review, 21:56-95, Winter 1978.
Partial contents: Some normative issues in conflict management, by A.C. Filley; Power training: an alternative path to conflict management, by Mark A. Chesler, James E. Crowfoot and Bunyan I. Bryant.
Descriptors: Behaviorism (Psychology) / *Conflict, Organizational--Theory / Conflict resolution / *Power (Social sciences) / Problem solving.

5-167
Coulter Philip B.
Organizational effectiveness in the public sector: the example of municipal fire protection. Administrative science quarterly, 24:65-81, March 1979.
Descriptors: *Fire fighters--Evaluation / Goal setting / *Organizational effectiveness--Theory / Productivity.

5-168
Duncan, Robert.
What is the right organization structure? Decision tree analysis provides the answer. Organizational dynamics, 7:59-80, Winter 1979.
Descriptors: *Decision trees / Organizational characteristics / *Organizational structure--Evaluation.

ORGANIZATIONS (Cont'd)

5-169 M-Fiche

Klauss, Rudi, Bernard Bass and John J. DeMarco.
The impact of organization size and technology on managerial communication style, its credibility and consequences. Springfield, Va., National Technical Information Service, 1978. 37p. (AD-A052-825)
Descriptors: *Organization size / *Organizational characteristics / *Communication in management--Research / Executives--Abilities.

5-170 Id72 .M59o

Miles, Raymond E. and Charles C. Snow.
Organizational strategy, structures, and process. McGraw-Hill, 1978. 274p.
Descriptors: *Organizational structures--Case studies / Organizational analysis.

5-171 M-Fiche

Mowday, Richard T., Richard M. Steers and Lyman W. Porter.
The measurement of organizational commitment; a progress report. Springfield, Va., National Technical Information Service, 1978. 46p. (AD-A057-377)
Performing organization: University of Oregon, Graduate School of Management.
Descriptors: *Organizational commitment--Research / Job satisfaction research / Motivation research.

5-172

Pinder, Craig C. and Larry F. Moore.
The resurrection of taxonomy to aid the development of middle range theories of organizational behavior. Administrative science quarterly, 24:99-118, March 1979.
Descriptors: *Organizational behavior--Research / *Organizations--Theory.

ORIENTATION

5-173

Himes, Gary K.
Start employees with favorable feelings. Supervision, 41:12-14, April 1979.
Descriptors: Executives--Responsibilities / Employee attitudes / *Orientation--Methods / Program evaluation.

OVERSEAS PERSONNEL

5-174

Gauging a family's suitability for a stint overseas. Business week, p. 127+, April 16, 1979.
Descriptors: *Executives families--Evaluation / *Overseas executives--Selection.

5-175

Lanier, Alison R.
Selecting and preparing personnel for overseas transfers. Personnel journal, 58:160-162+, March 1979.
Descriptors: *Overseas personnel--Selection--Methods / Personnel officers--Responsibilities / Transfer.

PERFORMANCE EVALUATION

5-176 S/C

Cheatham, Jesse R.
Dothan developing job performance evaluation system. Alabama municipal journal, 35:12-13, April 1978.
Descriptors: Alabama / Municipal government / *Performance evaluation--Methods.

PERFORMANCE EVALUATION (Cont'd)

5-177
Cohen, Arthur M.
Using process in performance discussions: how to deal with personal feelings and needs. Supervisory managment, 24:32-36, March 1979.
Descriptors: *Performance evaluation--Methods / Communication in personnel management.

5-178
Cole, Stephen.
Age and scientific performance. American journal of sociology, 84:958-977, January 1979.
Descriptors: Age / *Older worker--Characteristics / *Scientists--Evaluation / *Productivity--Research.

5-179 M-Fiche
Gael, Sidney.
Improving output throught job performance evaluation. Washington, American Psychological Association, 1978. 7p. (Journal Supplement Abstract Service, Ms. no. 1742)
Descriptors: *Performance evaluation--Methods / *Productivity improvement--Research.

5-180
Sharzer, Lion J.
"Oh no, not that time agin!" Canadian personnel and industrial relations journal, 26:12-16, March 1979.
Descriptors: Management by objectives / *Performance evaluation--Methods.

5-181
Sikula, Andrew F. and John P. Sikula.
Rethinking present appraisal systems. Supervisory management, 24:14-18, March 1979.
Descriptors: *Performance evaluation--Methods.

PERSONNEL ADMINISTRATION

5-182
Cowan, Paula and John Miller.
Improving employee relations: a four step approach. Personnel administrator, 24:63-68+, February 1979.
Descriptors: Employee development / Motivation / *Personnel administration / *Program evaluation.

5-183 Ie11 .K66h
Klatt, Lawrence A., Robert G. Murdick, and Fred. E. Schuster.
Human resources management; a behavioral systems approach. Homewood, Ill., Richard D. Irwin, 1978. 489p.
Descriptors: *Personnel administration--Textbooks / *Personnel administration--Case studies.

5-184
Kotter, John and Vijay Sathe.
Problems of human resource management in rapidly growing companies. California management review, 21:29-36, Winter 1978.
Descriptors: *Personnel administration / Recruitment / Training.

PERSONNEL ADMINISTRATION (Cont'd)

5-185 Ie11 .P96h

Puccini, Bruce A. J.

Human resource accounting: its application in human resource management. Springfield, Va., National Technical Information Service, 1978. 59p. (AD-A059-598)

Master's thesis, U.S. Naval Postgraduate School, June 1978.

Descriptors: *Human resource accounting--Research / *Military personnel--Research / *Human resource accounting / Federal government / Labor costs.

5-186

Short, Larry E.

Now you can micro-computerize your personnel system. Personnel journal, 58:154-156, March 1979.

Descriptors: Personnel administration--Methods / *Personnel information systems.

PERSONNEL POLICIES

5-187

Personnel policies: research & evaluation. Bulletin to management, p. 1-7, March 22, 1979.

Descriptors: Absenteeism--Costs / Employee attitudes / Labor turnover costs / *Personnel policies / Selection / *Personnel research / *Personnel departments--Evaluation.

PERSONNEL RECORDS

5-188

Schliebner, Joan J. and Joy Sandberg.

Record retention and posting requirements of the Federal government. Personnel administrator, 24:54-59, April 1979.

Descriptors: *Personnel records--Law and legislation.

POLITICAL ACTIVITY

5-189 Ic36.3 .Un35fe 1977

U.S. Civil Service Commission.

FED facts on the political activity of Federal employees. Prepared by Office of Public Affairs. Washington, 1977. 8p. (FED facts 2)

Descriptors: *Political activity / Federal employees.

POSITION CLASSIFICATION

5-190

Allan, Peter and Stephen Rosenberg.

Overcoming the inefficiencies of an overspecialized title structure. Personnel journal, 58:164-167+, March 1979.

Descriptors: *Position classification / *Job descriptions--Evaluation / New York (City) / Municipal government / Personnel administration.

POSITION CLASSIFICATION (Cont'd)

5-191 Ia17.1 .Un3su

United Nations. Department of Economic and Social Affairs.

A study of supply management; toward better use of equipment and material resources in developing countries. New York, 1978. 60p. (ST/ESA/SER.E/16)

Partial contents: Chap. VI, Personnel and training requirement in supply management; chap. VII, Guidelines for creating position cadres in supply management.

Descriptors: Purchasing, Government / *Purchasing agents--Responsibilities / *Qualification standards / Underdeveloped areas--Administration.

PRODUCTIVITY

5-192

Crandall, N. Fredric and Leland M. Wooton.

Developmental strategies of organizational productivity. California management review, 21:37-46, Winter 1978.

Descriptors: Executives--Responsibilities / *Organizational analysis / *Productivity measurement / *Productivity improvement.

5-193 ID214 .G86m

Greiner, John M. and Harry P. Hatry.

Motivating employees to improve state and local government productivity: synthesis of findings. Washington, Urban Institute, 1978. 46p.

Descriptors: *Productivity improvement / *Motivation / State government / Local government / Municipal government.

5-194 Id214 .N48p

New York (State). Temporary Commission on Management and Productivity in the Public Sector.

Productivity improvement in local government. Albany. 1975? 22p.

Descriptors: *Productivity improvement / Local government / Municipal government.

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